



OFFICE TECHNICIAN (General)
5 POSITIONS AVAILABLE
BUSINESS SERVICES SECTION (Scan Facility)
FINAL FILING DATE: UNTIL FILLED
PERMANENT/FULL-TIME
Range A \$2,551 – \$3,103

DEPARTMENT SUMMARY:

Are you interested in working for a department where you know the services you provide make a difference? The Victim Compensation and Government Claims Board (VCGCB) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps people who have been victimized by violent crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps resolve claims filed against the State of California. The Restitution Recovery and Accounting Division ensures restitution fines and orders are levied and collected pursuant to applicable statutes. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State and Consumer Services Agency.

POSITION SUMMARY:

Under the general supervision of the Staff Services Manager I, the Office Technician (General) performs a variety of tasks to support the document imaging in the Scan Facility of the Business Services Section.

The performance of these duties will be accomplished in accordance with the Victim Compensation and Government Claims Board (VCGCB) policies, guidelines, statutes such as the State Administrative Manual (SAM) and the VCGCB Retention Policy etc; and are in compliance with the statutes, regulations and policies governing the program.

NOTE: The ability to carry or move objects up to 35 pounds is required. This position involves extensive sitting, bending, stooping and prolonged standing.

ESSENTIAL FUNCTIONS:

Reviews and indexes large volume of incoming documents relating to the Victim Compensation Program (VCP), such as applications, crime reports, provider bills, verification forms and general correspondence; key enter indexing information from batch header sheets or scanned documents into scan program; identify unacceptable images/batches to return to scan station for rescanning or complete indexing and send approved documents/batches to quality control workstation for review; apply knowledge of VCP document types to indexing process and route scanned documents to proper user work queues.

Conducts quality assurance reviews and releases indexed documents to the VCP staff after errors or rejections have been corrected and unacceptable images deleted after originals have been rescanned; review each document for legibility and accuracy of indexed values and document type.

Scans batched documents relating to the VCP ; key enter batch header information into the scan program; review all images of batched and scanned documents to identify acceptable vs. unacceptable images; accept or reject scanned batches and either release to indexers or rescan unacceptable images; rescan documents returned from the indexers.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. **Position subject to SROA and Re-employment List policies and procedures. **



Record Retention/Purging: Places hardcopies of acceptable scanned batches in storage boxes, affixing scan date and batch number labels on storage boxes and place storage boxes on carts, readying them for storage in the main file room.

WHO MAY APPLY:

Candidates currently in this classification, with transfer eligibility to this classification, in a reachable rank on an employment list for this classification, or have reinstatement rights to this classification. SROA and Surplus candidates are encouraged to apply. Please include RPA #200-04-BSS on the State Application. Applications will be screened for the most qualified candidates and interviews may be scheduled.

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Angela Ramirez/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 491-3805

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